

## Eastern Illinois University The Keep

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Minutes

Library Advisory Board

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2001

September 26, 2001

Library Advisory Board

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## **MINUTES OF THE LIBRARY ADVISORY BOARD**

### **September 26, 2001**

The meeting was convened by Dr. Richard Jacques, chair, at 4:00 p.m. in the McAfee Tower Conference Room.

**Present:** Kathryn Bulver, Melanie Burns, Mahmood Butt, Steve Davis, Alan Grant, Allen Lanham, Peter Loewen, Amanda Murphy, Sarah Newton, Barbara O'Donnell, Jeff Stowell, and Wafeek Wahby.

**Excused:** Marilyn Lisowski, Cheryl Noll

#### **I. Approval of Minutes**

Dr. Jacques stated that correspondence was received from Dr. Newton Key concerning a statement he had made at the April 25, 2001 LAB meeting. In his correspondence, Dr. Key asked that the following statement replace what now appears in the first two sentences of the April 25, 2001 minutes under the *Other* section of the Dean's Report: "Newton Key agreed that this year the library should not be open on the weekend before fall classes, but in future, we might want to open at that time as we usually have." Dr. Lanham clarified the nature and context of Key's statement, and Dr. Butt made a motion that Key's statement be approved as an addendum to the minutes. A vote was taken, and the minutes and addendum were unanimously approved.

#### **II. Introduction of new LAB chair, vice-chair, and members**

Dr. Jacques welcomed both new and former LAB members and introduced himself as the new LAB chair. He also introduced Dr. Butt as the new LAB vice-chair. LAB members introduced themselves. New members include Dr. Kathryn Bulver, Dr. Barbara O'Donnell, Dr. Cheryl Noll, and student representatives Ms. Amanda Murphy and Ms. Sarah Newton. All members received a packet of information relating to the LAB. The packet included the LAB Bylaws (revised October 1999), the LAB membership roster, and a draft of the April 25, 2001 LAB meeting minutes.

#### **III. Communications**

E-mail communications were received from Dr. Marilyn Lisowski and Dr. Cheryl Noll notifying Dr. Jacques that they were unable to attend this meeting.

#### **IV. New Business**

##### Announcement of FY02 Meetings

Dates and times for the remaining fall semester LAB meetings are as follows:

October 24, 2001, 4 p.m., McAfee Tower Conference Room

November 14, 2001, 4 p.m., McAfee Tower Conference Room

#### **V. Dean's Report**

##### Welcome

Dr. Lanham welcomed former and new members and thanked them for their service on the LAB. He defined the purpose of the Board and welcomed members to bring library issues from their respective areas to be addressed at future meetings.

### Routine Handouts

Each member received a packet containing information relating to the library. The packet included: the Library Services Organizational Chart, the Library Faculty and Staff Directory, the Subject Librarian list, the Departmental Library Coordinators list, current reference fliers, the FY02 Book and Materials Budget, the 2001 Electronic Resources Survey for Faculty results, the 2001 Patron Satisfaction Survey results, and the Booth Library 2001-2002 calendar.

### Human Resources issues since last LAB meeting

Dr. Lanham announced that three faculty searches are currently in process to replace Pamela Waldrep, C. J. Wong, and Waihan Betty Gillham, who resigned because their spouses accepted employment in other cities and states. The Library Search Committee began the review of applications for two of those three positions on September 24, 2001. Dr. Lanham hopes to have at least two of the three positions filled for the January 2002 opening of the library. There also have been a few changes in Civil Service positions. A temporary replacement was hired to fill the position of an employee who is on military leave. Another employee resigned due to the spouse obtaining employment elsewhere in Illinois. This position has been filled.

He added that this past summer John Looby was named head of Booth Library's Media Services after three members of Media Services (Bill Gibbs, former head of Media Services, Steve McCann, and Ira Yarbrough) were transferred to the newly created Center for Academic Technology Support (CATS), which resulted from the Technology Enhanced and Technology-Delivered Education (TEDE) initiative.

### Budgetary issues

Dr. Lanham reviewed the FY02 Book and Materials Budget and encouraged LAB members to call him if they had further questions after reviewing the budget. This year, IBHE gave EIU a three-percent (\$37,800) increase for the Book and Materials Budget, and the President's Council agreed to give it to the library. The IDEAL and MUSE accounts required a five-percent increase. The Collection Development Committee recommended three-percent increases across the board for the remainder of all fund accounts. The binding contract increased by \$12,500.

Dean Lanham stated that the Collection Development Committee helps formulate the Book and Materials Budget. He stated that one must consider that some departments' materials are more expensive compared to other departments' materials. Dr. Butt agreed and added that the budget process is a "thankless exercise" and not an easy task. He added that when looking at the numbers, one needs to consider every line of the budget and the cost of materials for each department. Dr. Lanham stated that the 2000 Booth Library Annual Report can be checked out of the library and contains a history of the library's Book and Materials Budget and its fund accounts.

### Planning

Dr. Lanham provided an update on the Booth Library renovation project. December 3, 2001 is the anticipated date to begin moving books. It is hoped that the move will be completed by January 22, 2002. The installation of shelving is scheduled to begin as early as October 8, 2001. All the rooms are assigned and all the telephones have been tracked for the move to the new building. All the furnishings, PCs, and desks have been ordered. LAB members are welcome to visit the dean's office and see pictures of the above. The new library will seat as many people as the old library seated. However, each person will have about twice to three times the amount of seating space than they previously had. There will be tables for two, six, and eight persons. Dean Lanham discussed door key operations for the new building. He stated that many of the library's doors would be electronically controlled. Dr. Lanham also provided descriptions of the various library rooms.

Dr. Bulver inquired about the study and group discussion areas. Dr. Lanham stated that there would be rooms designated and available for group study. She also inquired about the landscaping surrounding the new library. Dr. Lanham named yellow wood trees among the greenery that will be viewed from the library. He invited LAB members to tour the renovated library building in October or early November.

#### Other

Dr. Bulver inquired as to why the library is closed the weekend (November 17 & 18) before Thanksgiving vacation. Dr. Lanham explained that on Friday, November 16, by 2 p.m. the students have left campus for the week. He added that the library tries to close as few weekends as possible during the year. He noted that although some days between the end of the fall semester and the new year are marked as closed on the Booth Library calendar, library personnel are working and faculty members who want or need to come in during those days should call his office to gain access to the library. However, during this time services are reduced because of housekeeping operations.

Copies of the 2001 Electronic Resources Survey for Faculty and the 2001 Patron Satisfaction Survey results were provided to LAB members and will be discussed at the October meeting.

Dr. Lanham announced that the library was working on a float for EIU's homecoming parade. He welcomed LAB members to participate in the parade and to join the library in thanking the community for their support of the library renovation project.

#### **Adjournment**

Meeting adjourned at 5:15 p.m.

Ann Hudson, Recording Secretary